



5150 Bradenton Avenue  
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### **INFORMATION REQUEST CHECKLIST**

**Dear Firm:**

**To help prepare for your upcoming engagement review, please forward the following information to:**

**Robin L. Ring, CPA,  
RL Ring & Associates, Ltd.  
5150 Bradenton Ave., Suite C  
Dublin, OH 43017  
614-389-2967  
Via email: [robin@rlringcpa.com](mailto:robin@rlringcpa.com)**

- Completed *Engagement Review Engagement Summary Form* – this is needed so that I can make my selections for review (this is the first step to complete before the review commences)
- Completed *Engagement Questionnaire* – **this will need to be completed and returned along with each engagement selected when you send your engagement back to the review captain;** please copy as necessary as you will need to complete and return one with each engagement selection.
- A copy of your prior peer review report and any letter of comments if applicable.
- For review engagements selected, a copy of the management representation letter, engagement letter, and documentation of inquiries and analytical procedures performed. (Please refer to AR 90.25 for documentation in a review engagement)
- For compilation engagements selected, a copy of the engagement letter. (Please refer to AR 80.15 for documentation in a compilation engagement)
- Signed Representation Letter. This letter should be sent when the firm submits its engagements to the review captain for review. The date of the letter should be the day you submit your engagements. (Please note, effective April 1, 2014, the representation letter has changed and it must now be submitted with the review work papers to the administering entity)

Should you have any questions, please contact Robin Ring, CPA through email or office number. Also, if you would like an electronic copy of the engagement summary form that is included in the PRP Section 6100, please visit our website at [www.rlringcpa.com](http://www.rlringcpa.com) and go to the Resources tab.